



Who are we?

Vandapower is a fast-growing company. It is **market leader** in the niche market of distributing components for electric vehicles, industrial batteries and several other markets. Our customers are both independent SMEs and multinational corporations. Through our operations in Oosterzele, Belgium, in the UK (Havant) and in US (Texas) we serve customers worldwide.

We strive to settle our leadership position in new markets and regions. This is made possible by combining our clear values, talented individuals, an agile organization and a strong focus on customer intimacy, market knowledge and service quality.

What will your job look like?

We are continuously growing and we need you to support our expansion! We would like you to join our back-office team as a Purchase officer. You will have an immediate impact on the optimal functioning of the services we provide to our customers. You will report to the Team leader Back-Office and Customer Service Manager.

Your responsibilities as a Purchase Officer include:






- ✓ After proper and intense training, you will be given full responsibility for the purchasing process
- ✓ Guaranteeing that article and supplier data are correct in the ERP system
- ✓ Working closely with our Supply Chain Expert to optimize our stock availability
- ✓ Placing orders with suppliers, process the order confirmations and contact the suppliers (by mail or telephone) in case of problems
- ✓ Consulting on a daily basis with colleagues from other departments such as supplier development, customer service, logistics, sales, so that the orders are processed efficiently and by the deadline
- ✓ Answering questions of the above departments
- ✓ Taking on other challenging tasks within the team

The quality of your work has a major impact on the further development of the operational functioning, the cooperation with our suppliers and the satisfaction of our customers.

What is in it for you?

- ☺ International company, multicultural environment (free language training from our Italian, Spanish, German, Mandarin, French, Farsi, etc speaking colleagues)
- ☺ Net expenses
- ☺ Working from home and flexible working hours for a healthy work-life balance
- ☺ Amazing colleagues
- ☺ Teambuilding every 6 months (BBQ, paintball, bowling, escape room, ..)
- ☺ Growth opportunities & personal development
- ☺ Close follow-up and mutual feedback
- ☺ Meal vouchers
- ☺ Lunchbreak walks outside or playing a game on the kicker table
- ☺ Free coffee (incredible coffee bean machine), tea, soda, water, ...
- ☺ 13th month
- ☺ Did we already mention the amazing colleagues?
- ☺ And most importantly: French fries Fridays!

Are you the right person?

-  You are fluent in **English**. You preferably have a first experience in a purchasing or an administrative role. You have **excellent administrative skills**.
-  As Purchase officer you are **accurate, precise** and have excellent communication skills. Like being a busy bee? Great, because you are a real **multitasker**.
-  You will build a **close working relationship** with all involved team members (in Belgium and worldwide) and our suppliers.
-  Our values of **Straight Talk, Respect, Reliability, Drive to Excellence** are also your core values.
-  Not able to match all the boxes but feeling confident about being the **right person in the right place**? Great! Feel free to reach out. In a first talk we'll check if there is a **"click"**, as this is very important to us.

Contact details for sending your cv and motivation or applying online:

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